

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING
OF THE ENVIRONMENT & LEISURE COMMITTEE
HELD ON THURSDAY 12th NOVEMBER, 2015**

Present: Councillor: M Eager - Chairman
Councillors: R Barnes P Bettington
E Harvey E Fieldhouse
A Manns N Morris
J Roberts N Roberts
R Yeoman

In Attendance: Mrs K Mitchell - Clerk to the Council
Mrs M Bradman - Deputy Clerk
Three representatives of West Mercia Police
One member of the public

E.53-11.15 APOLOGIES

Apologies for absence were received and accepted from Councillors D Baker, A Crowe, M Eakin and K Francis.

E.54-11.15 DECLARATIONS OF INTERESTS

There were no interests declared at this point in the meeting.

E.55-11.15 PUBLIC PARTICIPATION

A regular user of the recreation ground football area spoke in support of a request that the Town Council considers replacing the current $\frac{3}{4}$ size goal posts with a full size set. (Refer E.58-12.15)

E.56-11.15 PRESENTATION

Detective Chief Inspector Tom Harding gave a presentation on a crime prevention initiative, 'We don't buy Crime', promoted in partnership with 'Smartwater'.

As part of West Mercia's strategy for tackling acquisitive crime, the initiative is aimed at Herefordshire/Shropshire towns and villages with relatively high rates of burglary crime

DCI Harding suggested that Ledbury Town Council might wish to consider working with the police to make Ledbury a, 'We don't buy crime town,' and used the example of Cleobury Mortimer. In this case, the parish council funded the Smartwater kits while the police funded the signage. Smartwater is a traceable liquid which is used to mark valuable items and is only visible under ultra violet light. Each bottle has a unique forensic code making the marked items identifiable.

Further information is available at: [West Mercia Police - We Don't Buy Crime and Smartwater in Cleobury Mortimer](#)

Should the Council wish to take this up, kits could be purchased at a vastly reduced cost of £8.90 each (normally £60) and given to Ledbury households. The Police would provide signage at the entrances to the town and throughout the area.

Following a question and answer session, the Chairman thanked DCI Harding and his colleagues for the informative presentation and advised that the Town Council would give the matter further consideration.

E.57-11.15 MINUTES

The Minutes of the meeting held on 8th October 2015, copies having been previously circulated, were confirmed as an accurate record and signed by the Chairman.

For expediency, the Chairman brought agenda item 12 forward (refer E.55-11.15, public participation)

E.58-11.15 RECREATION GROUND

Members considered a request from a regular user of the football area on the recreation ground for the goal posts to be replaced with a full sized set. Following discussion, it was

RESOLVED: That the cost of full size replacement goal posts be investigated for consideration at a future meeting.

E.59-11.15 BUDGET 2016/17

Members further considered the draft budget required by the Environment & Leisure Committee for 2016/17, examined each budget line, and agreed a number of changes. The figures will be presented for further consideration at the budget meeting provisionally booked for 26th November, 2015.

E.60-11.15 DEVOLVED SERVICES

The Chairman presented the report from the Devolved Services Task & Finish Group meeting held on 28th October, 2015, copies having been circulated and considered the recommendations contained therein. See Appendix 1.

Recommendation To Full Council: That the report be noted and the recommendations contained therein be approved.

Councillor Harvey asked if the Town Council would reconsider its decision not to take on the Bye Street public toilets. It was agreed that the matter be referred to the Finance & General Purposes Committee.

E.61-11.15 PYTEL SCULPTURE

The Deputy Clerk informed members that in order for Helping Hands to continue with the landscaping works for the installation of the Pytel Sculpture on the Gloucester Road roundabout, the Town Council would be required to take on a cultivation licence with Balfour Beatty Living Places.

Recommendation To Full Council: That the cultivation licence be put in place.

E.62-11.15 CEMETERY

1. Members considered three quotations for trenching works in the cemetery to enable the installation of the new electricity supply to the cottage. Members were reminded that the committee had been given delegated authority to approve the works. (ref C.81-10.15 (2))

RESOLVED: That the quotation for works in the sum of £900 be accepted.

2. Members were requested to approve the service and repairs to the council's ride on mower in the sum of £626.15 plus VAT.

RESOLVED: That this be approved.

E.63-10.15 WORKING PARTY REPORTS

1. Christmas Lights

Members were circulated with the report from the meeting held on 14th October 2015.

RESOLVED: That the report be noted.

2. Cemetery

Members were circulated with the report from the meeting held on 20th October 2015 and considered the recommendations contained therein. See Appendix 2.

1. Referring to 2a. Cemetery Fencing.

It was **RESOLVED: That the matter be referred back to the working party for further consideration.**

2. Referring to 3. Memorial plaques

It was **RESOLVED: That the matter be referred back to the working party for further consideration.**

Recommendation to Full Council: That the recommendations contained therein be approved with the *exception* of Item 2(a) Boundary Fencing and Item 3 Memorial Plaques, which will be referred back to the Cemetery working party for further consideration.

3. Historic Tours

Members were circulated with the report of the meeting held on 9th November 2015 and considered the recommendations contained therein. See Appendix 3.

Recommendation to Full Council: That the recommendations therein be approved with the following amendments:

Recommendation No.2 should be amended to read:

'Recruit two replacement Tour Guides.

Recommendation No.10 Item 10 should be amended to read:

The design and printing of the tourist guide leaflets/printed material should be in line with the Destination marketing work being carried out through the Town Plan, and, co-ordinated with Ledbury Places where possible.

4. Christmas Lights

Members were circulated with the report of the meeting held on 10th November 2015.

RESOLVED: That the report be noted.

E.64-11.15 TOWN CENTRE

Members considered a request from the October Fair organisers to hold an additional fair in March.

RESOLVED: That further information be obtained for consideration at a future meeting.

E.65.11.15 OUTSIDE BODIES

Members were circulated with a report of the Greenspaces Liaison Group held on 30th September 2015.

RESOLVED: That the report be noted.

E.66-11.15 CORRESPONDENCE - for information

Members were informed that Balfour Beatty Living Places would be holding a 2016/17 Annual Delivery Plan Consultation evening on 1st December at 7pm.

E.67-11.15 DATE OF NEXT MEETING AND AGENDA ITEMS

The next meeting of the Environment & Leisure Committee will be held on 14th January, 2016.

There being no further business, the Chairman closed the meeting at 10.01pm

Chairman Date

LEDBURY TOWN COUNCIL

Report from the Devolved Services Task & Finish Group
Held at 7pm on Wednesday 28th October 2015
in the Town Council Offices

Present: Cllrs M Eager, B Barnes, A Manns, A Crowe, P Bettington, E Fieldhouse
D Baker,

Apologies: None.

Meeting led by Cllr B Barnes, notes and this report by Cllr M Eager.

This was a non agenda meeting with discussion on what members considered to be an immediate or perceived threat to devolved services currently operated by Balfour Beatty.

The services under consideration following the financial consultation by BBLP included.....

Grass Cutting

Public Toilets

Library Services

Local Road Repairs/Maintenance

Street Cleaning

Pest Control

Traffic Calming

Maintenance of Sports Pitches & Green Spaces

Refuse Collection

General discussion resulted in members recommending that the immediate known services under threat and that should be prioritised for possible consideration by Ledbury Town Council should be Grass Cutting of all areas and Public Toilets (Church Lane).

Members thought that road repairs should remain the responsibility of BBLP though some minor unclassified and C roads which require pot hole repairs could be done by a neighbouring parish Lengthsman.

Recommendations:

1. LTC take on (if required) some devolved services subject to a costing exercise and suitable agreement by both parties.
2. LTC investigate approximate costs of grass cutting & maintenance of public realm areas including the Riverside Walk.
3. LTC asks our current contractors to provide maintenance costs for the Town Trail.
4. LTC obtains costs for running Church Lane toilets (electricity, rates, cleaning etc).
5. LTC looks at obtaining a structural survey of Church Lane toilets.
6. LTC to ask our Lengthsman to provide greater detail on work done and set up a before and after checking programme using town councillors in order to assess effectiveness of the scheme, and then to be reviewed upon the completion of the 12 month initiation period.

Meeting closed at 8.10pm

LEDBURY TOWN COUNCIL

Report from the Cemetery Working Party
Held at 7pm on Tuesday 20th October 2015
in the Town Council Offices

Present: Cllrs M Eager, P Bettington, K Francis, R Yeoman, N Roberts & A Manns
Mark Bateman (in part for cemetery issues)

Apologies: None Received.

1. **Previous report from 29th June 2015 accepted.**

2. **Cemetery Issues:**

- a. Mark requested that quotes were obtained to complete the fencing in the new burial area, he also reported that a neighbour had requested that the fence was erected on her boundary line behind her hedge. Discussion where it was also mooted that the Cricket Club boundary should also be quoted.

Recommendation: that two separate quotes are sought for new boundary fencing.

- b. Mark was asked about intended tree works around the old cemetery area, confirmed that work was about to start to remove branches etc.
- c. Mark reported that damage to grass edging by funeral related cars was getting worse, discussed at some length.

Recommendation: that a letter be sent to the funeral directors reminding them that they were responsible for all cars in the cemetery during a funeral, and that only the hearse and funeral car was allowed in the cemetery. All other cars should be parked outside the cemetery unless there were disabled issues. Mark in the meantime will get quotes for concrete edging stones and also take measures to curtail vehicles driving in the cemetery which may include additional signage and locking access gates.

- d. Keith pointed out that the stone boundary wall to the Football Club was becoming more damaged with stones from the wall damaging our fencing.

Recommendation: that in the first instance a letter is sent the club landlord seeking redress and to ask that the wall is repaired.

- e. Mark asked that the council starts a programme of general wall repairs as there are now increasing issues with loose and missing lime mortar. Suggested that our existing grounds maintenance operative give a quote and also seek further advice and/or quotes for ongoing repairs.

- f. Chapel Opening, Keith reminded those present that at the moment the opening and closing of the chapel was being done solely by Mark and that this was not an ideal situation due to the chapel being open but nobody nearby to monitor visitors.

ACTIONS: Mark & Maria seek boundary fencing quotes.
Maria with Martin draft a letter to funeral directors re cars.
Mark seeks quotes for edging blocks.
Maria writes to football club landlords re boundary wall issues.
Maria seeks quotes for general wall repairs.

3. Memorial Plaques:

Members discussed at length the plaque options as obtained by the office staff, size, material option prices and installation costs were all considered. Concerns were raised over the security of brass plaques, also some members considered the existing graveside memorials were sufficient and that installing multiple numbers of plaques on the new benches was unnecessary and disfiguring. Consideration as to longevity of the plaques and period of time they remain on the bench etc.

Recommendation: that the Town Council does not have any memorial plaques on any bench in the cemetery. (including privately donated benches)

4. Burial Charges:

Members considered the existing burial charges and previous increases, the meeting also had access to comparable figures from Hereford, Malvern, Ross & Bromyard council run cemeteries and the budget income/expenditure sheet prepared by the Clerk. It was considered appropriate that due to increasing maintenance costs of the cemetery it would be appropriate to raise charges across the board by 10% to 15% excluding children's burials where the zero charge (except grave diggers fee) will continue. This provides a service to the community and goes some way to the charges recovering the ever increasing cemetery running costs.

Recommendation: that the Town Council considers the following new charges:

	<u>Old Charge</u>	<u>Recommended New Charge</u>	
Exclusive Rights of Burial	£313.00	£350.00	
Double Grave	£386.00	£420.00	
Second Internment	£386.00	£420.00	
Children's Area (up to 12 yrs)	£ 0.00	£ 0.00	<i>Grave digger fee only</i>
<u>Garden of Remembrance</u>			
Exclusive Right to Burial	£115.00	£130.00	
Internment	£112.00	£130.00	
Reopening (2nd) Ashes	£112.00	£130.00	
Ashes Internment	£112.00	£130.00	
Use of Chapel for Service	£116.00	£200.00	<i>Reflects recent repairs, cleaning and admin costs.</i>
Transfer of ER of Burial	£ 80.00	£ 90.00	
Flat Stone G of R Permit	£ 53.00	£ 60.00	
Additional Inscription	£ 32.00	£ 40.00	
Headstone Permit	£131.00	£150.00	
Additional Inscription	£ 32.00	£ 40.00	
Childs Headstone Permit	£ 59.00	£ 60.00	

Meeting Closed at 8.15pm

LEDBURY TOWN COUNCIL

Report from the Historic Tours Task & Finish Group
Held at 7pm on Monday 9th November 2015
in the Town Council Offices

Present: Cllrs M Eager, B Barnes, A Manns, P Bettington & K Francis
Elisabeth Galvin – Tour Guide Manager

Apologies: None.

The meeting was recorded and written up by Cllr M Eager.

This was a non agenda meeting with discussion on what could be done to improve the visitor experience to the Painted Room, and opening the Market House to visitors.

Discussion: On visitor purchases including mugs and other memorabilia, all felt that pricing and product range was about right.

Visitor numbers and effect on changing the entrance to Church Street, it was reported that Sunday numbers were down since moving the entrance.

Tour Guide staffing, opening times and recruitment.

Condition of Painted Room with cleaning issues, lighting and window blinds.

General security of Council Offices (when closed) whilst tours are in progress.

Promotion of Painted Room including signage and info leaflet distribution.

Making better use of the Market House with volunteer manning.

Recommendations:

- 1. Expand Sunday opening of the Painted Room – suggested 1pm to 4pm.**
- 2. Recruit two more tour guides (start recruiting process in January 2016).**
- 3. Improve Painted Room for 2016 season by;**
 - a. install UV blinds in windows**
 - b. install better lighting**
 - c. establish a better cleaning regime**
- 4. Produce new signage for the Painted Room.**
- 5. Look at better security to Council Offices during tour operations.**
- 6. Further investigate opening the Market House to the public.**
- 7. Suggest opening the Market House from end of June to end of August for two hours a day (Friday & Saturday) using volunteer councillors as guides.**
- 8. Improve the interior Market House display – possibly make use of the 400th building anniversary in 2017 – declutter.**
- 9. Install a PowerPoint presentation in the council offices window to promote the Painted Room and Market House.**
- 10. Look at printing and distribution of tourist guide leaflets (currently done by Beth).**

Meeting closed at 8.00pm